



**STATE OF WASHINGTON  
DEPARTMENT OF LICENSING  
PO Box 9020, Olympia, Washington 98507-9020**

**HOME INSPECTOR ADVISORY LICENSING BOARD  
MEETING MINUTES**

**Date:** December 8, 2009

**Place:** The Double Tree Hotel at SeaTac Olympic Rm 1  
18740 International Blvd  
Seattle WA 98188

**Call to order:** 9:30 AM

**Attendance:** Board- Bruce MacKintosh, Chair; David Pioli, Vice Chair; Deb Wenneman; Steven Smith; Michael O'Handley  
By Phone- William Meyer  
DOL Staff- Rhonda Myers, Home Inspector Program Manager; Jerry McDonald, Real Estate Administrator  
Excused- Stephen Cancler

**A. Roll call**

Stephen Cancler was noted as excused. William Meyer was present by phone.

**B. Approval of minutes – Board Meeting of 10/22/09**

Minutes were accepted as submitted.

**C. Supplemental course – Updates/submissions**

Rhonda Myers reported that the CR 102 hearing for the supplemental course took place on 11/11/2009. There were no changes from what the board proposed and two supplemental courses have been submitted. The CR 103 is the next step in which the Assistant Director signs the submission of the supplemental course for inclusion in the printed version of the Home Inspector licensing law book.

**D. Decision on sign-in/sig-out sheets for continuing education courses**

Rhonda Myers reported that this was a continuance from the last board meeting and that if the board wanted to change the requirements, it will need to go through the rule writing process.

A motion was introduced to write a new rule to add to WAC 308-408B as:

“A sign-in/sign-out sheet is required for all classes. The vendor must provide this sheet at the start and the end of each class. Vendors are not permitted to sign out students not present at the end of the class.”

Motion failed 3/2 vote. A motion was introduced to write a new rule to add to WAC 308-408B as:

"A sign-in/sign-out sheet is required for all classes. The vendor must provide this sheet at the start and the end of each class."

Motion approved 3/2 vote.

**E. Planning for Changing Business Practices Subcommittee meetings, Education Subcommittee meetings, and Licensing Subcommittee meetings**

- Changing Business Practices Subcommittee- Thursday, January 7, 2010, 9 AM Third Place Books, Lake Forest Park; (Thursday, February 25, 2010 tentative)
- Education Subcommittee- Deb Wenneman will be added to the Education Subcommittee.
- Licensing Subcommittee- No activity.

**F. Advanced technology for continuing education courses**

Michael O'Handley suggested that the board require increased advanced technology elements in home inspector education. O'Handley suggested further discussion by the Education Subcommittee.

**G. Future of the Home Inspector Advisory Licensing Board**

Jerry McDonald suggested that the board discuss future plans of the Board regarding input on the licensing program, using subject matter experts and addressing future concerns.

**H. Fundamentals submissions – updated/upgraded texts**

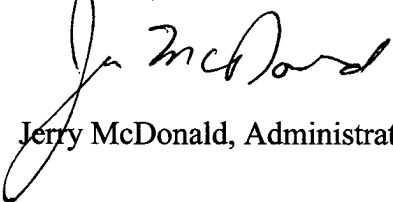
Suggestion was made to have further discussion by the Education Subcommittee.

**I. Other Business**

- Investigation- Rhonda Myers reported that she received emails regarding someone using structural pest inspector and home inspector credentials to forge inspections.
- Calendar- Board meeting dates: March 23, 2010, 9:30 AM; June 7, 2010, 9:30 AM; September 14, 2010, 9:30 AM; December 2, 2010, 9:30 AM (locations to be announced)
- Record retention- Bruce MacKintosh suggested further discussion by the Board.

**J. Adjourn 1:04 PM**

Submitted,



Jerry McDonald, Administrator